

Appendix E

Employer Pledge Action Plan

Action plan principle	Activity description	Internal lead(s)	Timescales	Performance measure(s)
	<i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	<i>Outline who is responsible for each activity</i>	<i>Provide planned timescales and dates</i>	<i>Outline how you will monitor impact and success</i>
<p>Demonstrate senior level buy-in</p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p>	<p>We will engage our Senior Leadership Team (SLT) and elected members in supporting the Time to Change initiative for Stevenage Borough Council. One member of SLT and one Elected member will be nominated to champion the pledge</p> <p>Criteria presented to SLT to gain commitment to signing the pledge</p> <p>Confirmation to be obtained that:</p> <ul style="list-style-type: none"> The Pledge will be signed (date) SLT and members will fully support the activities and the pledge The Chief Executive – Mr Scott Crudgington and (elected member) will sign the Pledge The Chief Executive Mr Scott Crudgington will produce an internal statement to all making them aware of the pledge and the council's commitment. 	<p>SLT</p> <p>Elected Member</p> <p>Scott Crudgington</p>	<p>Time to Talk Day 1st Feb</p> <p>Action plan to be sent to Time to Change 6 weeks before (21.12.17)</p>	

<p>Demonstrate accountability and recruit Employee Champions</p> <p>How will you ensure that this action plan is successfully implemented?</p> <p>How will you recruit Employee Champions to support your work?</p> <p>More information on Employee Champions here.</p>	<p>Health and Wellbeing as a standing item on the Corporate Health and Safety Group Agenda Produce/incorporate mental health staff survey Renew workplace champions + provide additional training – explore the support offered by TTC/Employee Champions Officer.</p> <p>Trade union engagement. Develop a rolling action plan/key objectives (needs senior level oversight KPI's assigned to nominated 'SLT champion'</p> <ul style="list-style-type: none"> • Reduce Mental health related sickness by 10% in year 1 • All members of the leadership forum to have received Mental Health First Aid Lite training • Complete the actions within the Pledge 	<p>H&S Manager</p> <p>HROD Manager</p> <p>Trade Unions</p> <p>SLT Champion</p>	<p>Post Feb 18</p>	
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<p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p>	<p>Have a launch day (ideally to coincide with a national) Staff briefings throughout the day with mental health being the main topic but will involve a variety of speakers Local Mind EAP Hannah Marsh SLL Time to Change speaker Need to consider Cavendish Road?</p> <p>Publicise event though social media and invite local media</p> <p>Promote national awareness events, Mental health awareness week etc.</p> <p>Measurements regarding launch day and activities - direct feedback on the day, where applicable feedback forms, HR sickness management procedures.</p>	<p>H&S Manager</p> <p>H&S Advisor</p> <p>HR resource</p> <p>Communications Manager</p>	<p>1st Feb</p> <p>ongoing</p>	
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<p>Update and implement policies to address mental health problems in the workplace</p> <p>How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?</p> <p>How can you change your policies to encourage those with mental health problems to come forward?</p>	<p>We will ensure that all employees are aware of the support and options available to assist employees experiencing mental health issues (EAP Occupational health, face to face counselling).</p> <p>We will update the stress management policy</p> <p>HR to review the relevant policies</p> <p>Sickness absence</p> <p>Disciplinary procedure</p> <p>Grievance</p> <p>Capability</p> <p>Create a Health and wellbeing Policy, to be reviewed by the Corporate Health and Safety Group and utilise the existing Employee Health and Wellbeing Strategy.</p> <p>Explore the resources offered by TOC Wellness Action Plans for managers and Employees.</p>	<p>H&S Manager</p> <p>H&S Advisor</p> <p>HR resource</p>	<p>Feb 18</p> <p>ongoing</p>	
<p>Ask your employees to share their personal experiences of mental health problems</p> <p>How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g through intranet posts or newsletters</p>	<p>Workplace wellbeing champions to share experiences</p> <p>Workplace workshops (See TTC website)</p> <p>Introduction to Mindfulness</p> <p>Emotional Resilience</p> <p>Five Ways to Wellbeing</p> <p>Starting the Conversation</p>	<p>Workplace champions</p> <p>L&OD officer</p> <p>HR resource</p>	<p>April 18</p>	

<p>Equip line managers to have conversations about mental health</p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>Mental health First Aid Lite to all line managers</p> <p>Create a managers toolbox/share managers resource from MHFA</p> <p>Mind booklets</p>	<p>L&OD</p> <p>H&S Manager</p> <p>H&S Advisor</p>	<p>Sept 18</p> <p>Ongoing</p>	
<p>Provide information about mental health and signpost to support services</p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<p>We will use our intranet to sign post employees to support on mental health issues. This will include our EAP provider.</p> <p>We will signpost support services in our employee magazine 'Link'</p>	<p>H&S Manager</p> <p>H&S Advisor</p> <p>Communications Manager</p>	<p>Feb 18</p> <p>Ongoing</p>	

Tell the world about your Employer Pledge commitment!

Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of [employer case studies](#) within **five working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

Stevenage Borough Council are committed to the promotion of mental health awareness, with the aim of removing the stigma associated with all types of mental ill health in the work environment. Our aims include supporting all employees and managers to have the confidence to freely talk about mental health within the workplace.

We will be inviting managers and key personnel to attend Mental Health training and aim to produce a managers toolbox to help provide support to all staff. For all staff, we plan to arrange lunch time drop in sessions during the year, to be facilitated by speakers to discuss a range of mental health topics. Our existing Employee Health and Wellbeing sites will continue to signpost and promote a mixture of mental health literature with additional coverage in our quarterly staff magazine.

Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?
- ✓ Got the name of who is signing the pledge on behalf of your organisation?
- ✓ Arranged a location for the signing?



let's end mental health discrimination

If the answer to all of the above is yes, please submit this information to our website [here](#).

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